

US ARMY STUDENT DETACHMENT

Government Travel Card Briefing for Cardholders

BRIEFING OUTLINE

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- Benefits
- Process
- Cardholder Responsibilities
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INTRODUCTION

- The travel card is the way Federal agencies provide travelers with the funds to travel
- For DOD, our travel card service is provided by Bank of America
- Our travel card is a VISA card, which is widely accepted around the world.

STUDENT DETACHMENT'S APPLICATION PROCESS

- Request an application from Student Detachment's Agency Program Coordinator
- Complete the application, indicate authorization or refusal of a credit check.
- Submit the completed application to the Student Detachment, via fax 803-751-5392 or via mail.
- Card should be received in 10 to 14 days

BENEFITS

- The travel card provides a safe and convenient way to pay for official government travel expenses.

CARDHOLDER RESPONSIBILITIES

- Use of the government travel card is for Official Government travel only
- Use of the government travel card is not authorized for Permissive TDY
- Submit your claim for travel expenses within five days after returning from travel
- Split Disbursement is highly encouraged when submitting your 1351-2 (Reimbursement Voucher)

STUDENT DETACHMENT'S POINTS OF CONTACT

- Primary Agency Program Coordinator:
Mrs. Scott-Blue, 1-800-856-3801 ext 5
- Alternate Agency Program Coordinator:
SGT S. Harrison, 1-800-856-3801 ext 2
- Bank of America:
 - Customer Service Unit: (800) 472-1424
 - Please call Bank of America immediately if your card is stolen, lost or captured by an ATM.